

State of New Jersey



Public Library Records Retention Schedule

C600000-903

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER C600000	SCHEDULE NUMBER 903	PAGE NUMBER 1 OF 8
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DEPARTMENT

Public Library

DIVISION

BUREAU

AGENCY REPRESENTATIVE

Norma E. Blake

TITLE
State Librarian

(AREA CODE) TELEPHONE NUMBER (609) 292-6201

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY STATE RECORDS COMMITTEE SIGNATURE

DATE

16 MAY 2002

RECORD

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

SERIES NO.

0001-0000

Application for Library Card (Adult and Minor)
Hard Copy/ElectronicAs updated or upon
expiration of card

Destroy

0002-0000

Application for Meeting Room Use

1 yr from date of
use

Destroy

0003-0000

Bindery Card - Newspapers and Periodicals
Contains: name, date, publisher, date sent to
bindery, and date returned.Until material is
returned from
bindery

Destroy

0004-0000

Card Catalog
Bibliographic Record containing: title, author,
publisher, date, call number, library of Congress
number, and text description. Also includes On-line.

As updated

Destroy

0005-0000

Cash Drawer Count - Overdue and lost Library
Materials Hard Copy/Electronic

3 yrs

Destroy

0006-0000

Circulation Statistics (Electronic or Hardcopy)
Contains: number of items loaned.

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0006-0001	Annual Circulation Statistics Also found in Annual Library Report.	3 yrs	Destroy
0006-0002	Monthly Circulation Statistics	1 yr	Destroy
0007-0000	Claim's Returned - Lost Books, Media, Tapes, and Discs Reorder form for lost items.	1 yr	Destroy
0008-0000	Consent Form - Patron Permission Form granting patrons' permission for the library to audio or video tape or photograph them.	1 yr	Destroy
0009-0000	Fines Records		
0009-0001	Daily Fine Receipt Tally (Electronic) Contains: amount, transaction number, and total.	6 yrs	Destroy
0009-0002	Fines Receipt - Lost Books, Records, Tapes, and Discs Payment statement for lost items.	3 yrs	Destroy
0009-0003	Fines Receipt - Small Fine (Electronic)	3 yrs	Destroy
0009-0004	Record of Individual Outstanding Fines - Fees Owed	3 yrs after payment or until written off	Destroy
0009-0005	Fines Collection Report Contains: collection period; check date, number, name, amount and total; cash total; and librarian's signature. Copies are kept by the library board and local municipality.	6 yrs	Destroy
0010-0000	Daily Reserved Books Count (Electronic)	1 yr	Destroy
0011-0000	Departmental Expense Account (Electronic)	6 yrs	Destroy

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DISPOSITION

001 2-0000

Duplication/Copy Account Records
Lists each debit and credit for the entire department.

001 2-0001

Duplication Account (Electronic)
Contains: department, account number, monthly charge, prior monthly charge, and year-to-date charge.

001 2-0002

Copy Machine Refund Record

001 2-0003

Daily Copy Service Charges
Contains: date, number of copies, charge, and authorized signature for in-house, public, and interlibrary loan usage.

001 3-0000

Equipment and Media Problem File
Contains information about damaged equipment and media. Used in conjunction with insurance claims.

001 4-0000

Exhibits File
Contains: permission for display of exhibit, and receipt for removal of exhibit forms.

001 5-0000

Donors File
Contains information pertaining to patrons donating money and texts and purchasing memorial bookplates. Library Administrators are urged to exercise discretion for records retention of an extended time period for records pertaining to memorial gifts.

001 5-0001

Donors File - Gifts Exceeding \$100,000.00

001 5-0002

Donors File - Gifts Under \$100,000.00

6 yrs

Destroy

1 yr

Destroy

6 yrs

Destroy

6 yrs after
resolution

Destroy

1 yr

Destroy

Permanent

Permanent

6 yrs

Destroy

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RECORD TITLE AND DESCRIPTION

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DISPOSITION

0016-0000	Interlibrary Loan Records	1 yr	Destroy
0016-0001	Interlibrary Loan Activity Report Hard Copy/ Electronic Year-to-date and monthly statistical accounts of requests initiated, canceled, filled, unfilled and turnaround time.	As updated	Destroy
0016-0002	Interlibrary Loan Book Info Sheet (On-line) Printout of data about a book on loan from another library or on loan to another library. Contains: text title, publisher, location, library type, date, and code number.	As updated	Destroy
0016-0003	Interlibrary Loan Request (Electronic and Hard Copy)	Until filled or completed	Destroy
0017-0000	Library for the Blind and Handicapped (LBH) Services File (Copy) Reference file containing: Service Center Manual, Annual Statistical Report, Service Center Machine Cards, application for services, and listings of audio/video hardware and media issued by the LBH. Originals are kept by the LBH.	As updated	Destroy
0017-0001	LBH Service Center Manual (Copy)	As updated	Destroy
0017-0002	LBH Annual Statistical Report (Copy)	Periodic review	Destroy
0017-0003	LBH Service Center Machine Card (Copy)	Periodic review	Destroy
0017-0004	LBH Application for Services (Copy)	Periodic review	Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0018-0000	Microcomputer Hardware and Software User Registration Card	1 yr		Destroy
0019-0000	Missing Books List (Hard Copy/Electronic)	1 yr or as updated		Destroy
0020-0000	Overdue Statistics (Electronic) Statistics pertaining to overdue, final notices, bills, recalls and hold books.	3 yrs		Destroy
0021-0000	Patron Registration - Temporary	As updated or upon expiration of card		Destroy
0022-0000	Patron Statistics - Annual (Electronic/Hard copy)	10 yrs		Destroy
0023-0000	Reference - Card File	As updated		Destroy
0024-0000	Reference Desk Schedule Weekly schedule of librarians working at the reference desk.	As updated		Destroy
0025-0000	Reference Referral Form Contains: name, date, telephone, topic request, requesting library, request answer, and in-house office referral.	1 yr		Destroy
0026-0000	Statement of Concern - Complaint Statement of concern or complaint regarding library facilities services and materials.	3 yrs		Destroy
0027-0000	Acquisitions			
0027-0001	Order for Library Materials Electronic and Hard Copy	Until received or order cancelled		Destroy

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DISPOSITION

0027-0002	Text Order Card (Electronic) Materials Contains: accession number, date ordered and received, dealer, number of copies, cost, classification and Library of Congress number, title, edition/series, place/publisher, year, list price, and signatures of recommendation and approval. Data is used for card catalog file.	1 yr after final entry into card catalog	Destroy
0027-0003	Materials and Acquisitions Request Contains: requestor's name and telephone number, and text call number, author, and title.	Until filled	Destroy
0027-0004	Reserve Request	Until filled	Destroy
0028-0000	Media Borrower File	1 yr	Destroy
0029-0000	Internet Access Permission Form (Adult and Minor) Contains: Internet Access Permission form for Minors and Adults.	Until expiration of permission form	Destroy
0030-0000	Computer Use Sign Up Log	Until Statistics are compiled	Destroy

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DISPOSITION

0050-0000	General Records Banking File Includes: bank book, deposit slip and receipt, statement(s), and supporting documentation.	6 yrs	Destroy
0051-0000	Check File - Cancelled, Voided, and Check Stubs	6 yrs	Destroy
0052-0000	Cash Book	6 yrs	Destroy
0053-0000	Construction Records (Copy)	Permanent	Permanent
0054-0000	Contracts, Deeds, and Leases (Copy)	Permanent	Permanent
0055-0000	Correspondence (Electronic and Hardcopy)		
0055-0001	External	3 yrs	Destroy
0055-0002	Internal	Periodic review	Destroy
0056-0000	Insurance Policies	6 yrs after expiration of policy	Destroy
0057-0000	Minutes - Board of Trustees	Permanent	Permanent
0058-0000	Personnel File	6 yrs after termination of employment	Destroy
0059-0000	Petty Cash File	6 yrs	Destroy
0060-0000	Purchase Order, Voucher, Invoice, and Receipt	6 yrs	Destroy

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DISPOSITION

0061-0000

Reports

0061-0001

Library Annual

0061-0002

Annual Statistical

0061-0003

Monthly Statistical

0062-0000

Payroll Records

0063-0000

Administrative Subject File

0064-0000

Time Sheets

0065-0000

Audit Report

0066-0000

Accident Report (Staff and Patron)
Also includes insurance claims.

Permanent

Permanent

Until annual
statistics are
completed

6 yrs

3 yrs

6 yrs

Permanent

6 yrs after
final settlement
or age 23 if a
minor, whichever
is later

Permanent

Permanent

Destroy

Destroy

Destroy

Destroy

Permanent

Destroy